

# Rockport Town By-Laws pertaining to the Finance Committee

## CHAPTER 2. TOWN MEETINGS

### Section 1. Manner in Which Town Meetings Are To Be Called

**b. Notification.** The Board of Selectmen shall cause copies of the warrant for each town meeting to be posted on the Town bulletin boards and at the two post offices in the Town at least seven (7) days before the Spring Town Meeting and fourteen days before the Fall Town Meeting or any Special Town Meeting.

NOTE: although it is the Board of Selectmen which approve the articles for the warrant and sign the warrant, it is the Finance Committee which has been responsible for getting the warrant printed for the Annual Town Meeting in the spring, since the warrant includes the budget proposal of the Finance Committee. [see Chapter 7.A. Section 6(b)]

### Section 5. Committees Serving town Meeting

#### a. Finance Committee

**(i) Establishment.** There shall be a finance committee having the responsibilities and organized in the manner described below.

**(ii) Composition; Term of Office.** The finance committee shall consist of nine voters, who shall hold no other Town office. The members shall be appointed for terms of three years each, so arranged that the terms of office of three members shall expire each year.

**(iii) Appointment of Members.** The members of the finance committee shall be appointed by the Board of Selectmen.

**(iv) Time for Appointments.** Appointments to the finance committee shall be made within thirty days following the dissolution of the Spring Town Meeting.

**(v) Duties.** The finance committee in addition to its other statutory duties shall each year receive and review the proposed budgets submitted by the Town Agencies. The committee shall conduct a series of meetings on the budget pursuant to Chapter 7, section 6(a and thereafter shall file its recommended budget with the office of the Town Clerk for distribution to interested citizens and subsequent Town Meeting action pursuant to Chapter 7, section 6(b). Copies of the minutes of the meetings of the finance committee shall be filed with the Town Administrator and made available to all parties.

The finance committee shall prepare for Town Meeting committee recommendations pertaining to all warrant articles which involve the expenditure of Town funds. it may also, at its discretion, report on any article in the warrant.

(vi) **Filling of Vacancies.** Whenever a vacancy occurs on the committee, the Board of Selectmen shall select a voter of the Town to fill the vacancy for the unexpired term

## **CHAPTER 7. FINANCES AND FISCAL PROCEDURES**

### **A. *Budget and Fiscal Procedures***

#### **Section 1. Fiscal Year**

The fiscal year of the Town shall begin on July first and end on June thirtieth, unless another provision is made by general law.

#### **Section 2. School Committee Budget**

The budget adopted by the School Committee shall be submitted to the Board of Selectmen in sufficient time to enable it to prepare the total Town budget it is required to submit by Section 3.

**(a) Public Hearing.** The School Committee shall cause to be published in a local newspaper a general summary of its proposed budget. The summary shall indicate specifically any major variations from the present budget and the reasons for such variations and a notice stating (1) the times and places where complete copies of the budget shall be available for examination by the public, and (2) the date, time and place, not less than seven nor more than fifteen days following such publication, when a public hearing shall be held by the School Committee on the proposed budget.

**(b) Adoption.** The action of the School Committee in adopting the budget following the public hearing shall be summarized and the vote of each member and any amendments offered to the proposed budget shall be duly recorded.

#### **Section 3. Submission of Proposed Budget**

By January 31st of the preceding fiscal year, the Board of Selectmen shall submit to the Finance Committee a proposed budget for the ensuing fiscal year with an accompanying budget message and supporting documents.

#### **Section 4. Budget Message**

The budget message submitted by the Board of Selectmen shall explain the proposed budget for all Town agencies. It shall outline proposed financial policies of the Town for the ensuing fiscal year; describe important features of the budget; indicate any major variations from the budget for the current year in financial policies, expenditures and revenues together with the reasons for such changes; summarize the Town's debt position; and include such other material as the Board of Selectmen deems desirable.

## **Section 5. The Proposed Budget**

The proposed budget shall provide a complete financial plan of all Town funds and activities, including the budget as requested by the School Committee for the ensuing year. Except as may otherwise be required by general law or by the Charter, it shall be in the form the Board of Selectmen deems desirable.

## **Section 6. Action on the Budget**

**(a) Finance Committee Meetings.** The Finance Committee shall consider in meetings the detailed expenditures for each Town agency submitted by the Board of Selectmen, and may confer with representatives of any such agency in connection with such considerations. The Finance Committee may require the Board of Selectmen or any other Town agency to provide such additional information as it deems necessary or desirable in furtherance of its responsibility.

**(b) Presentation to the Town Meeting.** The Finance Committee shall file a report of its recommendations with the Town Clerk at least seven days before the action on the budget article is to begin. The budget to be acted upon by the Town Meeting shall be the budget as proposed by the Finance Committee.

## ***B. Records and Reports***

### **Section 3. Annual Reports**

All Town officials, and committees appointed by the Board of Selectmen, shall submit a report of their activities and projects, during the past calendar year, to the Board of Selectmen on or before January 15 of each year, for inclusion in the annual Town Report.

NOTE: since the Finance Committee activity during the year is to make recommendations to the Town Meeting regarding the annual budget and financial articles, its annual report is the 5-6 summary of the Town's finances and recommendations regarding the proposed budget, which is printed in the warrant for the Spring Town Meeting.